

RUNNING START MEMO OF UNDERSTANDING
Between
[COLLEGE & HIGH SCHOOL]

Period Covered: _____

[College], in cooperation with various New Hampshire secondary schools, provides the Running Start concurrent credit program for qualified students who may elect to earn Community College System of NH (CCSNH) college credits and required high school units simultaneously. It is intended that academically able students have the opportunity to realize college level expectations in the familiar and supporting setting of their high schools. This agreement sets forth all the rights and duties of the parties with respect to the Running Start program.

GENERAL PROVISIONS:

1. The curriculum in the course is the same as that offered on the [college] campus, including [college] department approved texts, course outlines, exams and the CCSNH grading system (i.e., A-F). The grades earned are considered dual credit – high school and [college]. [College] transcripts reflect course credit the same as that of other [college] courses.
2. A course in the Running Start program should be taught over a comparable period in the high school (one semester usually), and in no circumstances will it exceed one high school academic year in length.
3. The potential high school Running Start teacher will forward a resume and transcripts to the Running Start Coordinator to be reviewed by the corresponding [college] department and the [college] Vice President of Academic Affairs to ensure that the high school teacher meets educational and experiential standards specified in the attached document. Once accepted, a high school teacher will work in a “team arrangement” with a designated [college] faculty partner assigned by the college’s Department Head.
4. An orientation for high school instructors with the designated [college] faculty partner precedes the offering of the course and includes the examination of the course design, teaching materials, methodology and other dimensions for facilitating the adaptation of campus-designed courses to the high school setting.
5. Courses in the Running Start program will be open to Juniors and Seniors only. Exception: students participating in the Project Lead the Way program. Other exceptions may be granted by petitioning the [college] Department Head responsible for the course.
6. Students, parents, and personnel at the high school responsible for advising students should be aware that a course in the Running Start program is a college level course and students should be appropriately prepared for a level of academic rigor not usually associated with a high school level course.

7. Applicable academic policies and regulations as stipulated in the [college] catalogue shall apply to all courses, including basic skills, prerequisite course requirements, class attendance and accommodations for students with disabilities (see attached document on differences between secondary and post-secondary accommodations).
8. There will be a minimum of four (4) Running Start students registered in a class for it to run as a course in the Running Start program. Exceptions can be made at the discretion of [college]. In addition, the high school is under no obligation to run a course in the Running Start program if it deems the enrollments are insufficient.
9. In a case where non-Running Start and Running Start students are mixed in a class, the course will nevertheless use the curriculum for the college's course for the Running Start students.
10. Some Advanced Placement (AP) courses may also be compatible with the Running Start program. However, the course must be demonstrably the college's course and use the college's syllabus. The high school partner has discretion in determining how the AP course requirements may be met above and beyond those required by the college's course.
11. Students must register for a course in the Running Start program during the designated registration period. Retroactive registration will not be permitted.
12. The cost of a course offered in the Running Start program will be established by the Board of Trustees annually (currently \$100.00).

THE COLLEGE AGREES TO:

1. Each year [college] will present to the high school a list of [college] approved courses as appropriate for Running Start consideration by the high school. The list will be updated as appropriate .
2. Provide descriptive information for each course included in the Running Start program. This description is to include an extensive course syllabus, text materials and course assessments instruments.
3. Provide an orientation to the high school's Running Start liaison (see attached)
4. Assess high school teacher credentials for meeting [college]'s respective departmental credentialing standards, as well as faculty standards established by the college's accrediting body, the Commission for Institutions of Higher Education (CIHE).
5. Provide a [college] faculty partner who will be responsible for: an orientation of the high school teacher to the college course and applicable college policies; a review of instructional materials, course outline and examinations; a classroom visitation; assisting,

when requested, in the review of student performance; and coordination with [college]'s Running Start Coordinator.

6. Conduct a course review, including a classroom visitation by the [college] faculty partner, an evaluation of the course by the high school instructor, and an evaluation of the course by students participating in the course.
7. Invite the high school instructor to sit in and observe the [college]'s faculty partner's class(es) at the college and provide documentation for professional development purposes.
8. Provide students with a [college] transcript on request.
9. Coordinate registration.
10. Provide funding and documentation for in-service or professional development training, if possible.
11. Provide placement testing where appropriate.
12. Waive the application fee at any CCSNH college for students who participate in the Running Start program.
13. Provide an CCSNH course voucher for the high school Running Start liaison and for each course taught by a faculty partner.

THE HIGH SCHOOL AGREES TO:

1. Inform high school students and parents about the dual credit program and identify from the list provided by the college a list of courses available in the Running Start program.
2. Recruit high school faculty for the Running Start program.
3. Screen students for Junior/Senior eligibility in the Running Start program.
4. Identify an individual at the high school to be the Running Start liaison with [college]'s Running Start Coordinator.
5. Provide opportunity for [college]'s Running Start Coordinator to register students by the end of the fourth week of the start of the course at the latest.
6. Ensure that the high school RS faculty member completes the course approval process by August 15th for the Fall semester and December 15th for the Spring semester. Exceptions can be made for a late faculty replacement or new hire.

7. In the event that a previously credentialed instructor is no longer available to teach the course in the Running Start program at the start of a semester, the [college] Running Start coordinator will be informed immediately, and the high school will forward the resume and transcripts of the new instructor to the office of Academic Affairs at [college] for review. A course may not begin in the Running Start program unless the high school faculty member's background has been reviewed by [college] to meet academic and experiential standards set by the college. However, at the discretion of the college, a high school instructor may be approved who does not meet credentialing standards. Such appointments will be for one time only and may not exceed two individual or two consecutive semesters.
8. In the event that a previously credentialed instructor begins a course in the Running Start program but must be replaced during the semester, or will be absent for an extended period of time, the [college] Running Start Coordinator will be informed immediately, and the new instructor's resume and transcripts will be forwarded to the office of Academic Affairs at [college] for review. If the new instructor does not meet minimum standards for a [college] college faculty member, the college, at its discretion, may approve a high school instructor who does not meet credentialing standards. Such appointments will be one time only and may not exceed two individual or two consecutive semesters.
9. Provide academic counseling services for students enrolled in or seeking enrollment in dual credit courses. (See also item #5 under General Provisions).
10. Ensure that grades are submitted to the college in a timely manner so that students are ensured ready access to their grades.
11. Have textbooks and course materials paid for by the student unless provided by the school district.
12. Provide the opportunity, where feasible, for students to visit [college] at least once during the course to observe other [college] classes and take part in other [college] related matters jointly agreed upon by the college and high school faculty partners.
13. Support high school Running Start faculty in attending college sponsored Running Start professional development activities.

It Is Mutually Agreed That:

1. Representatives of both parties will meet as necessary for the purpose of planning for and evaluating academic and administrative aspects of this cooperative program and discussing any problems and matters regarding the relationship of the parties to this agreement.

2. This agreement shall become effective the date it is signed, and shall continue for a period of one year. The agreement may be terminated at any time by mutual consent of both parties. Either party may terminate the agreement by giving six months written notice.

(Courses offered in the Running Start program are identified on the attached addendum.)

For [college]:

For the Cooperating High School:

Vice President of Academic Affairs

Principal, CTE Director or Designee

Date

Date

**Important Differences
Between High School and College Supports for
Students with Disabilities**

High School	College
Special Education	Disabilities Services
IDEA & Section 504	American with Disabilities Act Section 504 of the Rehabilitation Act
IEP or 504 Plan	Reasonable Accommodation Plan
Services are provided.	Services must be requested. Laws protect only those students who are deemed “otherwise qualified”.
Curriculum can be modified	Students need to meet course objectives. There are NO course modifications.
Specialists inform teacher of students’ needs through an IEP.	Students are responsible for informing their professors of their needs using their reasonable accommodation plan. Students disclose a disability through the Coordinator of Disabilities Services.
Testing is provided	Students need to provide documentation. If re-evaluation is necessary, it is the student’s responsibility to arrange and pay for it.
Students’ strengths & challenges are determined by the specialists.	Students are expected to develop self-advocacy skills.

Students are evaluated by course objectives.

Students are given equal opportunity to pursue programs.

To continue in programs, students must meet course objectives and program standards.

Community College System of New Hampshire
High School Running Start Liaison

Facilitate the course approval process by being available to provide any necessary paperwork to complete each course review.

Facilitate Running Start presentations in the fall and spring by coordinating a large equipped assembly area for all Running Start classes to meet with the Running Start Coordinator one day early in each semester and assisting the Running Start Coordinator with scheduling the class presentations.

Be available to answer any Running Start questions when the Running Start high school faculty partner is not available.

Assist in the collection of all Running Start registrations with payments by the established deadline and ensure all registration forms are complete and accurate for each class.

Assist with the processing of any drop forms in a timely manner.

Provide periodic updates on courses to be offered each semester and the teachers that will be teaching those courses.

Assist with the submission of course and partnership evaluations to the college in a timely manner.

Assist with the submission of final grades to the college in a timely manner (timeline may vary for on-line grading).

Assist with the distribution of vouchers in a timely manner and follow-up with the Principals or CTE Directors who receive the vouchers.

Provide the Running Start Coordinator with any feedback regarding college acceptances of students' CCSNH credits earned through Running Start.